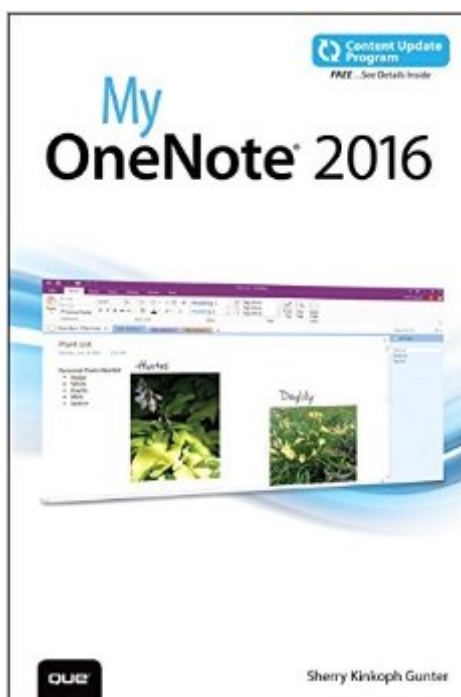# My OneNote 2016 (includes Content Update Program)

# Synopsis

If youâ ™re currently a OneNote user or thinking about upgrading to the latest version, My OneNote 2016 is your must-have companion. This friendly, quick, full-color, 100% practical tutorial walks you through the various tasks for building your own digital notebooks and filling them with notes, ideas, resources, artwork, lists, and more. If youâ ™re ready to organize your note-taking projects, then My OneNote 2016 is ready to help.Â In addition, this book is part of Queâ ™s Content Update Program. As Microsoft updates features of OneNote 2016, sections of this book will be updated or new sections will be added to match the updates to the software. The updates will be delivered to you via a FREE Web Edition of this book, which can be accessed with any Internet connection.Â My OneNote 2016 is an easy, full-color tutorial on the latest personal information management program from Microsoft, which covers the following topics:  Start fast with OneNote on your computer, laptop, or smartphone Customize OneNote to your personal note-taking style Create, manage, and edit notebooks Organize notes into sections, pages, and subpages Quickly add and create content, including audio and video clips and photos Search, tag, and index your notes so you can find anything fast Share notes and notebooks with colleagues--even in real time Build outlines, tables, and spreadsheets in your note pages Draw pictures and handwrite text--or even equations Research and clip web content into your notebooks Add links to files, web pages, and other notebooks Store notebooks in the cloud and access them anywhere Synchronize notebooks youâ ™ve shared Open notebooks using the OneNote Online web app  Every task is presented step-by-step, using carefully annotated, colorful screenshots, all numbered so there&#39;s no chance of getting lost or confused. Everything&#39;s clearly organized in modular, self-contained chapters designed to help you get started quickly. Throughout, the book is packed with helpful tips, lists, and quick solutions to the problems you&#39;re most likely to encounter.Â How to access the Web Edition:Follow the instructions in the book to learn how to register your book to access the FREE Web Edition.

# Book Information

Product Dimensions: 5.9 x 0.7 x 8.9 inches

Shipping Weight: 12.6 ounces (View shipping rates and policies)

Average Customer Review: 4.6 out of 5 starsÂ Â See all reviewsÂ (7 customer reviews)

Best Sellers Rank: #491,562 in Books (See Top 100 in Books)   #219 inÂ Books > Computers & Technology > Software > Suites   #351 inÂ Books > Computers & Technology > Software > Microsoft > Microsoft Office   #686 inÂ Books > Computers & Technology > Business Technology > Software > Enterprise Applications

## Customer Reviews

Because I am using Windows 10 and Office 2016 (Office 365) I wanted a quick and easy book to introduce me to OneNote2016 along the lines of Microsoft's "Step By Step" books. As "My OneNote 2016" became available first, I took a stab at it - absolutely no regrets and now I'm happily using it. With Windows 10 & Office 365 sync on my office pc, my home notebook and my Surface Pro3 - I feel "complete". My only regret is I have become too accustomed to my Samsung handphone and I didn't like Microsoft's Lumia (also release so late after Windows 10) - otherwise I would have been perfectly sync anytime anywhere. sigh

Great book...was able to get up and running in under 30 minutes. Also helped me learn some things I didn't know.

Finally I have a book that makes some of even the most sophisticated aspects of OneNote understandable!

Great little book for learing OneNote 2016 quickly.

Download to continue reading...

My OneNote 2016 (includes Content Update Program) Apple Watch and iPhone Fitness Tips and Tricks (includes Content Update Program) Computer Basics Absolute Beginner's Guide, Windows 10 Edition (includes Content Update Program) (8th Edition) My Windows 10 Tablet (includes Content Update Program): Covers Windows 10 Tablets including Microsoft Surface Pro (My...) My Windows 10 Computer for Seniors (includes Video and Content Update Program) OS X Support Essentials 10.11 - Apple Pro Training Series (includes Content Update Program): Supporting and Troubleshooting OS X El Capitan Windows 10 In Depth (includes Content Update Program) Windows 10 Tips and Tricks (includes Content Update Program) The Swift Developer's Cookbook

(includes Content Update Program) (Developer's Library) OneNote: The Ultimate Guide: Productivity, Time Management & Efficiency The Hodges Harbrace Handbook, 2009 MLA Update Edition (2009 MLA Update Editions) The Eating Disorders Update: Understanding Anorexia, Bulimia, and Binge Eating (Disease Update) Oku: Sports Medicine 3: Orthopaedic Knowledge Update (Orthopedic Knowledge Update) FrameMaker - Creating and Publishing Content: LEARN TO USE, MANAGE, AND PUBLISH CONTENT WITH ADOBE FRAMEMAKER Content Everywhere: Strategy and Structure for Future-Ready Content Content is King: How to use great SEO content, video and analytics to put you ahead of the game Creating Fat Content: Boost Website Traffic with Visitor-Grabbing, Google-Loving Web Content Documents, Presentations, and Workbooks: Using Microsoft Office to Create Content That Gets Noticed- Creating Powerful Content with Microsoft Office The de Russe Complete Collection: Includes Bonus Content: The Iron Knight (de Russe Legacy Book 7) Technical Communication with 2016 MLA Update